

Position Announcement

The Office of Criminal Justice Programs, within Tennessee Department of Finance and Administration, has the **Assistant Director, Fiscal Unit**, position available. This position is executive service with a pay grade of 108, with a salary range between \$3,737 - \$6,727, based on experience and qualifications.

OCJP functions as a strategic planning agency that secures, distributes and manages federal and state grant funds to state and local government agencies as well as non-profit agencies.

As such the minimum qualifications include:

- Graduation from an accredited college or university with a bachelor's degree in business administration, accounting or related acceptable field and experience equivalent to five or more years of full-time professional fiscal services and/or auditing work including.
- At least, two years of experience in the supervision of fiscal and/or auditing staff.
- Experience with ensuring that subrecipient accounting systems meet compliance requirements for the various programs
- Excellent writing skills and computer skills required, including Microsoft Office, Excel, Access, and database experience.

Desired qualifications include:

- Experience with Edison time and travel management, contract entry, queries, reports
- Experience working with State budgeting process
- Experience managing the financial requirements associated with federal and state grants; including the Uniform Guidance requirements

Responsibilities include:

- Maintain a reconciliation system for federal/state funds awarded/appropriated
- Coordinate and work with the F&A Office of Business and Finance on the budget and administrative financial responsibilities of OCJP
- Oversight of financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements
- Explain, interpret and train program managers and subrecipients on financial compliance requirements pertinent to federal, state and other regulations
- Provide oversight and assistance with subrecipient fiscal monitoring as needed.
- Assist with the preparation of budgets for federal grants as requested by program managers
- Development of a subrecipient fiscal training plan
- Review the financial aspects of subrecipient applications, contracts, amendments, etc., as requested by program managers (i.e., budgets, contract amounts, matching, etc.)
- Review fiscal monitoring reports and work papers
- Exercises effective communication skills and professionalism with internal and external customers, and co-workers.
- Attend financial management trainings
- Other duties as assigned

The position focuses on ensuring compliance with the state contract, federal award requirements and the OCJP Administrative Manual. Duties may require travel.

If interested in this opportunity, please send a cover letter and a resume to Daina.Moran@tn.gov. Please share this announcement with other appropriately qualified individuals who would be interested in this opportunity.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.